

U. S. Small Business Administration
(SBA)
Office of Small and Disadvantaged Business Utilization (OSDBU)
Small Business Procurement Score Card
Fiscal Year (FY) 2009– Small Business Plan

Introduction/Executive Summary

The U.S. Small Business Administration has developed a successful small business program designed to increase the number of competitively awarded contracts to small businesses, maximize opportunities, minimize contract bundling and promote the use of small businesses in SBA contract and subcontracting opportunities.

To demonstrate SBA's commitment, SBA created an Office of Small Disadvantage Business Utilization (OSDBU) to oversee it's small business assistance programs which will maximize practicable opportunities to all small businesses including small and disadvantaged business (SDB), women-owned small business (WOSB), veteran owned small business (VOSB), service-disabled veteran-owned small business (SDVOSB), and HUBZone certified firms. SBA's assistance programs will also ensure that small businesses have the maximum practicable opportunity to participate as subcontractors in the contracts awarded by this agency. This office will work totally independent of the contracting office and will have 100% access of the purchases made by the contracting office.

One of SBA's missions is to ensure the all businesses have a fair chance to obtain federal contracts. Therefore it counsels and assists small business concerns with its many small business programs and also assists and educates contracting personnel to ensure a fair proportion of contracts are placed with small business. As result, SBA takes this commit seriously when awarding its own contracts and purchase orders.

SBA small business goals are supported at the highest level of the organization and reflected in the SBA's strategic and performance plans. In addition, SBA's standard operating procedures support these goals by addressing step by step procedures of the use of SBA small business programs.

Small Business Strategy

Specifically, OSDBU's strategy focuses on actively reaching out to the small business community and providing counseling services, networking opportunities, technical and financial assistance. At the same time, OSDBU works internally with SBA program and procurement professionals by reviewing procurements, making set-aside recommendations, providing training,

exchanging best practices, recognizing achievements, monitoring performance and proactively encouraging the use small businesses in SBA contracting and subcontracting opportunities.

SBA has been successful in obtaining and even exceeding its FY 2007 goals and intend on having the same final results in FY 2008. As a result, SBA obtained a GREEN on both results and progress.

1. Implement strategic plan to increase the value of competitively awarded contracts to small business during the period.

In FY09, SBA will continue to implement and promote the SBA small business strategy with special emphasis on the SDVOSB community. This strategy includes providing access to information on planned procurements via acquisition plans, counseling services, networking opportunities and technical assistance. SBA's OSDBU will also work internally to ensure that small businesses can successfully compete in SBA contracts and subcontracts by working closely with program and acquisition officials to identify and remove barriers to small business competition.

In support of the SBA small business strategic plan OSDBU will:

- a) Work collaboratively with the agency's Senior Procurement Executive to carry out OFPP's letter dated July 18, 2008, Procurement Center Representative and Competition Advocate to ensure that policies and procedures to increase small business participation are in place and that small business can compete in SBA procurements.
- b) Review all procurements over \$100 M to utilize small business set-aside, other small business procurement programs and open competition procedures when appropriate to increase the number of contracts that are competitively awarded to small businesses.
- c) Review and monitor SBA procurements using SBA's new Small Business Coordination Record Form to ensure that acquisition strategies provide maximum opportunities for small business competition, with special emphasis SDVOSB acquisition strategies.
- d) Participate in SBA matchmaking events within and outside of the Washington DC area to ensure that small businesses are better prepared to compete for SBA contracts and subcontracts.
- e) Establish quarterly meetings with Procurement Personnel to share information on initiatives solicit input and promote increased small business competition.
- f) Encourage use of advance acquisition planning and the engagement of the small business community early in the acquisition process as a means of increasing the value of competitively awarded contracts.

2) Demonstrate top-level Agency commitment to small business contracting during the period.

- a) SBA's Strategic Plan requires that opportunities be expanded for all small business, especially for SDB and WOSB. The SBA performance plan will measure success against the strategic goals. Updates on the plan will be provided on a quarterly and annual basis.
- b) SBA's Administrator and his staff spend a significant amount of time and resources by working with all federal agencies to increase contracting opportunities for small businesses,
- c) SBA's Administrator and other top level managers will continue to participate and actively support SBA's OSDBU small business initiatives by being open to the use of small businesses for their resulting supplies and services.
- d) SBA will continue to sponsor and co-sponsor small business programs such as Small Business Week, Minority Enterprises Week and other programs.

3) Plan significant events to increase small business participation in the procurement process during the period.

Because of SBA's size and their total procurement dollars, it is difficult to independently sponsor small business outreach event beyond Small Business Week. However in FY09, SBA 's OSDBU will aggressively participate in small business outreach programs nationwide.

- a) Some examples are:
 - SDVOSB National Conference,
 - The National Veterans Entrepreneurship Conference
 - Annual National Veteran Small Business Conference sponsored by the Veteran Small Business Federal Interagency Council.
 - Annual Association for Service-Disabled Veterans Conference
 - Local and regional SDVOSB conferences
 - Support National events of interest to the various small business groups including:
 - National Small Business Week
 - OSDBU Directors Annual conference,
 - MBDA's Med Week Conference
 - Airport Minority Advisory Committee Conference.
 - US Hispanic Chamber of Commerce National Conference
 - National Women-Owned Small Business Conference
 - Annual National Reservation Economic Summit and American Indian Business Trade Fair

- SBA's OSDBU has the historical procurement knowledge of the agency and therefore can match potential small businesses with the needs of the agency. Therefore, the OSDBU will use information obtained from the above outreach events to accomplish this goal.
- SBA's OSDBU will offer technical assistance and support to small businesses in all 50 states, the District of Columbia, Puerto Rico and the US. Virgin Islands.
- SBA's OSDBU will collaborate its activities with SBA's Office of Government Contracting, Office of Women's Business Ownership and Office of Veteran Affairs

4) Demonstrate that small business data is accurately reported in FPDS-NG during the period.

SBA is committed to ensuring that procurement data accurately reflects SB achievements and continues to verify and validate FPDS-NG data pursuant to the Office of Federal Procurement Policy Memorandum on Federal Procurement Data Verification and Validation. In support of this initiative OSDBU will continue to:

- a) Work closely with the SPE office in developing guidance, providing training and monitoring data input to ensure small business data is accurately reported into FPDS.
- b) Work with the contracting office to ensure FPDS records accurately reflect size and socioeconomic business status.
- c) Inform participants at outreach events the need to update CCR profiles with current information
- d) Conduct random sampling of FPDS-NG data and validate through internal SBA scorecard
- e) Proactively promote measures in place to ensure that small business data is accurately reported in FPDS-NG

5) Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period

SBA follows the requirements of FAR 19.7. However, it rarely has an opportunity which requires a subcontracting plan since routinely expend its procurement dollars with small business at a rate of 65%. Nevertheless, SBA will mandate the review any contracts the have the requirements of FAR 19.7 from the contracting officers and work with the agency's Procurement Center Representative (PCR) during its review. To support this initiative, OSDBU will:

- a) Emphasize subcontracting opportunities for small business by reviewing subcontracting plans and providing recommendation on subcontracting goals.
- b) Monitor performance by reviewing subcontracting reports through the Electronic Subcontracting Reporting System (eSRS)
- c) Ensure SBA contracting officers have access and actively monitor ESRS reporting
- d) Provide and/or coordinate training as necessary on ESRS

6) Demonstrated no unjustified bundling has taken place during the period

In FY 08 and in previous years, SBA did not have an instance which required contract bundling. Nevertheless, SBA will continue to comply with the requirements of FAR Part 7. To ensure that no unjustified bundling takes place OSDDBU will:

- a) Continue to work with contracting officers and the SBA procurement center representative to identify proposed solicitations that involve bundling.
- b) Facilitate small business participation as contractors including small business contract teams, where appropriate
- c) Facilitate small business participation as subcontractors and suppliers where participation by small business concerns as contractors is unlikely;
- d) Conduct an annual review to assess the extent to which small businesses are receiving a fair share of SBA procurements, adequacy of contract bundling documentation and justifications; and actions taken to mitigate the effects of necessary and justified contract bundling on small businesses.

7) Planned training to contracting staff/managers in executing small Business/socioeconomic procurements during the period.

SBA will to continue to ensure that contracting officers and specialist obtain and maintain their contract certification levels. The OSDDBU will continue to work with the certification officer and the Office of Government Contracting through training and meetings. SBA's OSDDBU will:

- a) Continue to emphasize training:
 - The use of acquisition strategies to ensure small business participation in SBA contracting and subcontracting opportunities,
 - Exchange of best practices,
 - Proposed federal rules and regulations,

- Outreach/Matchmaking opportunities, SDVOSB, SBA and internal scorecard achievements,
- Procurement forecast, FPDS enhancements, and eSRS reporting

8) Plan to collaborate with SBA on formulation of small business procurement policy initiatives during the period

OSDBU will continue to collaborate with the SBA's Office of Government Contracting on formulation of small business procurement policy initiatives by:

- a) Participating in the Small Business Procurement Advisory Council.
- b) Providing comments and recommendation formally and informally.
- c) Cooperating and submitting reports as requested by SBA.
- d) Supporting SBA in implementing outreach initiatives.
- e) Actively participating and supporting SBA's Small Business Week activities matchmaking events nationwide.

9) Agency submits all strategic plans and reports that became due to SBA during the reporting period

REPORT NAME	SCHEDULE
Small Business Innovation Research (SBIR) Annual Report	Agency is not required by regulation to submit this report
Small Business Technology Transfer (STTR) Annual Report	Agency is not required by regulation to submit this report
Competitive Demonstration Program Report	Competitive Demonstration Program Report will be mailed to SBA by January 31st
Annual Report and Fiscal Year Update for Strategic Plan to Contract with Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	SDVOSB Report will be mailed to SBA by January 31st
Annual Contract Bundling Report	Bundling Report will be mailed to SBA by January 31st
Progress Report on Increasing Opportunities for Women-Owned Small Businesses	Progress Report will be mailed to SBA by August Scorecard (FY2009 Plan), January 31st Scorecard (FY2008 Progress)

Corrective Actions to Address Unmet FY 2006 Socio-Economic Goals	Corrective Actions Report will be mailed to SBA by January 31st
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SBA's Goal and Achievement Snap Shot

SBA's FY 08 and FY 09 Socioeconomic goals

	GOALS	FY 08 ACHIEVEMENT TO DATE
All Small Business Concerns	67.05%	70%
Small Disadvantaged Business Concerns	5%	39%
Women Owned Business Concerns	5%	19.48%
HUBZone Small Business Concerns	3%	6.14%
Service Disabled Veterans Small Business	3%	.5129%